

College Misericordia



GRADUATE CATALOG

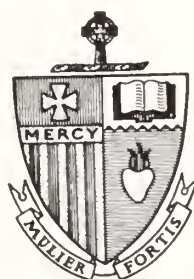
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College Misericordia

Dallas, PA 18612

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POLICY STATEMENT

This catalogue contains current information regarding College Misericordia's graduate programs, admissions policies, degree requirements, fees and regulations. College Misericordia reserves the right to promulgate and change such regulations and to make changes in its programs and policies whenever it is deemed necessary or desirable. Compliance with the requirements of the graduate programs is the responsibility of the student.

College Misericordia accords students of any race, color, religion, sex, physical handicap or disability, nationality or ethnic origin all the rights, privileges, programs and activities generally made available to students of the College. College Misericordia does not discriminate on the basis of race, color, religion, sex, handicap, nationality or ethnic origin in the administration of its educational policies, scholarship and loan programs or other College administered programs.

College Misericordia complies with the Family Education Rights and Privacy Act (FERPA) of 1974 as amended. A copy of the fact is available for inspection in the Office of the Academic Dean.

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GRADUATE PHILOSOPHY

Graduate education at College Misericordia exists within the framework of the College's role and mission statement. It is firmly rooted in the mission and academic traditions of the college and its founding group, the Religious Sisters of Mercy, stressing the values of Justice, Mercy and Service. It emphasizes academic excellence and critical thinking, while preparing students for productive careers and continued professional growth. The graduate faculty foster a climate conducive to academic growth, intellectual discourse, critical thinking and decision making. The aims of the graduate programs at College Misericordia are to provide comprehensive education in special fields, to offer instruction in the methods of independent investigation and to foster a spirit of research.

Active participation, individualized planning, and selection of learning experiences facilitate the development of students as persons, members of society, and potential leaders in their professions. The graduate programs offered by College Misericordia build upon the College's traditional academic strengths.

ACCREDITATION

College Misericordia is fully accredited by the Middle States Association of Colleges and Schools/Commission on Higher Education and is empowered by the Commonwealth of Pennsylvania to grant both undergraduate and graduate degrees. The Master's degree in Education offered by College Misericordia is fully approved by the Pennsylvania Department of Education.

ACADEMIC INTEGRITY

It is the student's responsibility to maintain academic integrity and intellectual honesty in her/his work. All students are expected to observe the generally accepted principles of scholarly work, to submit their own rather than another's work, to refrain from falsifying data, and to refrain from receiving and/or giving aid on examinations or other assigned work requiring independent effort.

In submitting written material, the writer takes full responsibility for the work as a whole and implies that, except as properly noted by the use of citations, both the ideas and the language are her/his own. Failure to abide by the rules of scholarship is academically dishonest.

It should be clearly understood that plagiarism, cheating or other forms of academic dishonesty fundamentally violates the nature and purposes of an academic institution and will not be tolerated at College Misericordia. A student who has been found guilty of plagiarism will be dismissed from the College.

GRADUATE PROGRAM POLICIES AND PROCEDURES

ADMISSIONS INFORMATION

Matriculation in any graduate program at College Misericordia requires at minimum a bachelor's degree from an accredited college or university. In addition, some graduate programs have program specific admissions requirements which are noted below.

Applicants must file a formal request for admissions along with three letters of recommendation (including a letter from a colleague and a supervisor) and the results of either the Graduate Records Examination or the Miller's Analogy Test as required by the program to which you are applying. A complete application consists of the application form, three letters of reference, the application fee, official transcripts of previous academic work to be forwarded directly from the institution at which the credits were earned, and the results of either the GRE or MAT examination as appropriate. Students for whom English is a second language must demonstrate proficiency in written and spoken English.

The application and all supporting material should be mailed to:

Office of Graduate Studies
College Misericordia
Lake Street
Dallas, PA 18612

Credentials will be screened by the Graduate Admissions Committee subsequent to which the applicant will be notified in writing of matriculation status within eight weeks of receipt of application contingent on receipt of all required information.

Program Specific Admissions Requirements:

EDUCATION: The Graduate Education Program at College Misericordia is interested in attracting experienced educators who have developed excellent reputations as elementary, secondary or special education teachers and who wish to become educational leaders. Persons who are not currently teaching or who do not have degrees in teacher education may apply and in some cases be accepted to the program if their potential for developing outstanding leadership skills is deemed acceptable.

The Graduate Education Program does not culminate in a Pennsylvania Department of Education instructional or supervisory certificate. However, College Misericordia is approved to offer Instructional I certificates in Elementary Education, Early Childhood Education, and Special Education (Mentally and Physically Handicapped), and several areas of secondary education (English, Mathematics and Social Studies). Non-certified applicants who want to earn any of the certifications offered by College Misericordia may request a certification review. In all likelihood, certification applicants will be able to use graduate courses to satisfy some certification requirements. Additional undergraduate courses and experiences can be completed through the College Level Examination Program (CLEP), through College Misericordia's Experiential Learning Program which equates experience with course requirements, or by completing undergraduate Teacher Education Program courses. All applicants for Pennsylvania Department of Education Instructional I Certification must successfully complete other requirements set by College Misericordia and the Pennsylvania Department of Education.

GRADUATE PROGRAM POLICIES AND PROCEDURES

NURSING: In addition to meeting the admission criteria of College Misericordia, the prospective student in the MSN program must submit the following:

1. completed official application;
2. application fee;
3. official transcripts demonstrating graduation from an NLN accredited baccalaureate program;
4. statement of professional goals for graduate education;
5. copy of current professional nurse registration;
6. interview with graduate faculty;
7. cumulative GPA of "B" or above in the student's undergraduate program.

N.B. Students who do not have a "B" or better GPA at the undergraduate level may be admitted if they have:

- a. an overall undergraduate GPA of at least 2.7 with a 3.0 or better in the upper half of their undergraduate work

or

an overall undergraduate GPA of at least 2.7 with a 3.0 or better in their major field;
 - b. 2.5 to 2.7 GPA: students who do not meet the criteria for admission may enroll in 6 credits as a non-matriculated student. If grades of "B" or better are achieved in both NSG 580 and NSG 574 the student may seek "provisional" status and take an additional 6 credits. If the student has a grade in all courses of "B" or better, the student will be admitted to the graduate program. Thus a total of 12 credits of "B" or better must be achieved for regular admission.
 - c. if the candidate has less than a 2.5 GPA they must receive a score on the Miller Analogy of 45 to have provisional status. Students must take the Miller Analogy during their non-matriculated status. These students must demonstrate their ability to achieve a "B" or better during the 6 credits as non-matriculated and the 6 credits at "provisional" status for a total of 12 credits.
8. three letters of references which typically will be forwarded by an applicant's supervisor, previous academic advisor or professor, professional peer, etc.

COMBINED GRADUATE PROGRAM IN NURSING AND ORGANIZATIONAL MANAGEMENT:

Students with a BSN degree may wish to pursue a combined MSN/ Organizational Management curriculum. The combined program prepares students for administrative positions. They will acquire a more in-depth ability to function in positions in Nursing Service by using management skills in organizational environments based on clinical Nursing specialization.

The combined program consists of sixty-four (64) credit hours which reflect a twelve hour reduction in the total credit load of the two programs combined. Four course requirements are similar in each program, namely, OM 500, OM 510, OM/NSG 515, and OM/NSG 595. Hence course repetition is not required. All other course requirements for each program will be completed. Students select from the same majors in each program. Entrance requirements for both programs must be met, and an academic advisor from each program will be assigned. Additional details about the combined MSN/OM program can be obtained from the director of either program.

GRADUATE PROGRAM POLICIES AND PROCEDURES

OCCUPATIONAL THERAPY LEADERSHIP: Applicants to the graduate program in Occupational Therapy Leadership must have completed a baccalaureate degree, preferably in Occupational Therapy, must have successfully passed the Registry examination and must be credentialed as Registered Occupational Therapists.

APPLICATION FOR GRADUATE DEGREE

It is the student's responsibility to keep abreast of progress toward degree completion. An application for the graduate degree should be filed in the Office of the Registrar no later than February 1 of the anticipated year of graduation. Failure to do so may delay the date of awarding the diploma.

AUDITING

With the appropriate program director's approval, any student may register to take a course on an audit or non-credit basis provided that standard admission and course prerequisites have been met. A student may audit no more than 3 courses or 9 credits. The fee for auditing a course is one half the cost of tuition.

Matriculating students must have the permission of their advisor before auditing a course.

CHANGE OF ADDRESS

Students enrolled for course work in the graduate program are responsible for reporting any change of address and/or other salient information to the Office of Graduate Studies. Failure to do so will result in failure to receive timely registration, program, grading and billing information.

COURSE WITHDRAWAL AND REFUND POLICIES

A student may withdraw from a course without academic penalty within the period stated in the college calendar. Withdrawal forms may be obtained from the Office of Graduate Studies. A grade of "W" is given for an approved withdrawal. The date on which the form is received by the Office of Graduate Studies is considered as the official date of withdrawal. Refund of tuition and grade assignment is based on the date on which the form is received by the Office of Graduate Studies. If a student does not officially withdraw from a class and ceases to attend it, a grade of "F" is incurred. If a student withdraws while failing, after the date for withdrawal without academic penalty, a grade of "WF" is incurred.

When a graduate student drops a course or withdraws from a course or the College, official notice must be filed with the Office of Graduate Studies.

Tuition refunds are based on the date the Office of Graduate Studies receives official notice from a student indicating his/her desire to withdraw from a course.

For day and once per week evening classes the percentage rate for tuition refunds follows:

First Week	100 percent
Second Week	75 percent
Third Week	50 percent
Fourth Week	25 percent

No refunds are allowed after the fourth week.

GRADUATE PROGRAM POLICIES AND PROCEDURES

For Weekend College classes the percentage of tuition refund follows:

- 100 percent prior to the 1st class meeting.
- 50 percent prior to the 2nd class meeting.
- No refund after the 2nd class meeting.

For Summer School classes the percentage of tuition refund follows:

- 100 percent prior to the 2nd class meeting.
- 50 percent prior to the 3rd class meeting.
- No refund after the 3rd class meeting.

All refund percentages are computed from charges to the student, not from the amount paid.

Course fees are refundable only during the drop/add period. There are no refunds to students dismissed from the College. Advance registration deposits and any other fees are not refundable.

GRADUATE PROGRAM POLICIES AND PROCEDURES

FINANCIAL AID

A. Graduate Assistantships

A limited number of graduate assistantships are available on a competitive basis to graduate students. The assistantships involve designated institutional or programmatic work responsibilities which relate to the student's graduate studies. Graduate assistantships provide full or partial payment of tuition and/or stipends.

Written requests for assistantships should be submitted to the individual program director, who can provide specific information regarding available assistantships.

B. Graduate Student Loans

Through the guaranteed student loan program, graduate students may apply for up to \$7,500 per academic year. Students who obtained loans at the undergraduate level will borrow from the same lender at the same interest rate. The repayment of principal and interest is deferred until six (6) months after the student ceases to enroll for at least six (6) credits a semester.

Applications for loans are available at commercial and savings banks, savings and loans associations and credit unions. Further information and assistance can be obtained from the Financial Aid Office.

C. Veteran's Benefits

College Misericordia is approved by the Veterans Administration for the education and training of veterans and welcomes the opportunity to provide graduate education to veterans of the armed services.

Veterans enrolling at the institution for the first time should notify their local Veterans Administration Office in order to apply for educational benefits. This application should be filed six (6) weeks prior to the beginning of the semester. Students must contact the Registrar's Office to initiate the process.

D. Deferred Payment Plan

College Misericordia provides an option for students to pay tuition fees and other charges on a deferred payment plan. The plan permits educational costs to be spread over a period of time. The requirements of the plan are as follows:

1. A down payment of twenty (20) percent of the total term/semester charges is required unless other arrangements have been made with the Comptroller's office.
2. Deferments are limited to one term/semester; the unpaid balance must be paid before final examinations that term/semester. Failure to pay charges in full before final exams may result in loss of credit for the term/semester.
3. At the close of each month, the unpaid balance will be charged a one (1) percent finance charge.
4. Students who fail to meet their deferred payment obligations will be dropped from the plan.
5. Participants in the plan must sign and receive a copy of the deferred payment plan.

GRADUATE PROGRAM POLICIES AND PROCEDURES

E. Interest Waived Policy

It is a College policy that any outstanding balances will be charged a one (1) percent finance charge at the close of the second month into the semester and each month thereafter. This policy is waived for students who receive tuition benefits, rehabilitation benefits or Veterans' Education benefits.

F. Tuition Reimbursement

Students whose tuition is reimbursed by their employer must file a letter from their employer annually so stipulating. Students may then register and remit the tuition prior to the next registration period.

GRADING SYSTEM

The grade point average is computed by dividing honor points earned by credits attempted according to the following scale:

Grade	Numerical Values	Honor Points per Credit
A	94-100	4
B+	89-93	3.5
B	84-88	3
C+	79-83	2.5
C	74-78	2
D	70-73	1
F	below 70	0
WP	withdraw passing	Not calculated
*WF	withdraw failing	0
AU	audit	Not calculated
W	withdrawn	Not calculated
IP	in progress	Not calculated
**I	incomplete	Not calculated

*Equivalent to a failure; computed as an "F".

**It is the responsibility of the student to contract in writing with the instructor for an "Incomplete". The incomplete must be removed within six weeks after the end the semester or it becomes an "F". There is a \$5.00 fee charge for each incomplete grade required.

GRADUATION REQUIREMENTS

To be eligible for a graduate degree from College Misericordia, students must have a cumulative grade point average of 3.0 at the time of graduation, must fulfill all program requirements including the professional contribution as required by the program, must have paid all tuition and fees, and must apply for the graduate degree no later than February 1 of the anticipated year of graduation.

GRADUATE PROGRAM POLICIES AND PROCEDURES

GRIEVANCE PROCEDURES

The College provides a uniform method by which students can pursue grievable issues. Grievable issues are complaints about the institution's academic policies, its prescribed procedures for carrying out its policies, its administration of matters related to instructional practices, or any combination of the above. Formal grievances must be filed while a student is matriculating or within three months following the student's date of graduation.

A student who has a grievance should attempt to resolve it on an informal basis by using the following procedure:

1. The student should first speak to the person with whom the complaint rests.
2. If the matter is not satisfactorily resolved at that level, the student should proceed to the Program Director to discuss the issue.
3. If the matter is not resolved at that level the student should proceed to the Office of the Academic Dean where a formal grievance may be filed.

The procedure for grievance is as follows:

1. The student shall inform the Academic Dean in writing of her/his intent to seek formal redress through the grievance procedure, indicating the nature of the complaint.
2. Within fourteen (14) calendar days of receipt of the written complaint the Academic Dean will convene the Academic Grievance Committee and provide the chair of the committee with the student's statement of the complaint.
3. The Academic Grievance Committee is composed of one administrator, one faculty member and one graduate student appointed by the Academic Dean.
4. At least seven (7) days in advance of the hearing the chair of the committee will notify the grievant and the individual charged with the complaint of the time and place of the hearing, the specification of the complaint, and the composition of the committee.
5. The individual charged has the right to be present when charges and evidence are presented to the committee, to question and give evidence on her/his behalf.
6. Committee members may question witnesses to evaluate all relevant facts of a given case. Since the committee meeting is an internal review, all committee meetings shall be private. Witnesses shall be excluded except for the period of their questioning. Persons external to the college shall be excluded.

The report and recommendation of the committee shall be in writing, including the committee's rationale for the decision and including any dissenting opinion. Only those committee members who have heard all testimony and evidence in a given case may vote on the committee's recommendation.

The committee report and recommendations shall be forwarded to the Academic Dean within ten (10) calendar days of the hearing. The Academic Dean will make the final determination and formally advise the parties involved.

GRADUATE PROGRAM POLICIES AND PROCEDURES

INCOMPLETE GRADES

It is expected that course requirements are submitted on or before date designated by course professor. Should conditions arise that prohibit the student from completing required course assignment(s) by due date, the student must negotiate for a Grade of Incomplete with the course professor at least two weeks prior to course deadline. Emergencies may arise which do not allow a two week grace period. In that event the student should contact the Office of Graduate Studies to that effect. That office will then inform the instructors involved.

If an extension for completion of course assignment(s) is granted, the student must obtain an Incomplete Grade Form from the Office of Graduate Studies, obtain the professor's signature, and pay the designated fee to the Comptroller's Office.

The course professor retains the right to impose an initial penalty of a lower grade for any late assignments.

Some courses require an extended period of time beyond the normal course completion date to complete course requirements. When necessary, instructors of those courses may assign a grade of "IP" for the course indicating that the work is in progress. Failure to complete the course by the end of the subsequent semester will result in a grade of "F" for the course.

MAINTENANCE OF MATRICULATION AND LEAVE OF ABSENCE

Once accepted into a program, students must maintain matriculation on a continuing basis until they have completed all degree requirements unless they have been granted a formal leave of absence. Matriculated students not enrolled for at least one course during the Fall and Spring semesters must register to maintain matriculation.

Students who are involved in a culminating activity such as a thesis, a professional contribution, or administrative practicum must maintain their registration in that activity until they have successfully completed it.

Normally students have no more than five (5) years after the date of matriculation to complete degree requirements. Students who seek a leave of absence from their graduate program should submit a letter to the appropriate program director. The letter must state the reasons for the request and the length of the leave, if known. To return to the graduate program the student should submit to the appropriate program director a letter requesting readmission at least six weeks before the start of the semester in which the student wishes to re-enroll.

Cumulative leaves of absence may not exceed two (2) years after matriculation or the student will be dismissed from the program.

NON-MATRICULATION STATUS

Persons who have an undergraduate degree and who are not enrolled in a graduate program may take up to six (6) credits without applying for admission. After successful completion of six (6) credits, matriculation is required to continue enrollment in program courses. However, workshops and seminars sponsored by the graduate programs are open to members of the public who may enroll in the workshops and seminars on an audit basis.

GRADUATE PROGRAM POLICIES AND PROCEDURES

PROGRAM ADVISEMENT

The Director of each graduate program serves as academic advisor for all students enrolled in that program. The Director maintains a student record and advisement folder used to plan a student's program and track progress. However, all official student records are maintained in the Registrar's Office and can be reviewed by students upon 24 hour notice.

Students register for courses with the help of the Program Director. The process of registering for courses requires the completion of a Course Registration Form. The form along with a check for tuition is submitted to the Office of Graduate Studies. Students who use the Deferred Payment Plan must submit a check for 20% of the tuition due and a Deferred Payment Form. Students who utilize employer reimbursement programs are required to submit a letter from their employers annually in August prior to registration.

PROGRAM RETENTION

For continued matriculation and advancement toward graduation in a student's program of choice, a student must maintain an overall average of "B" or better, an average which will be calculated incrementally upon the completion of nine (9) credits of graduate work. A student who earns more than two (2) grades of "C" in course work required for the program will be dismissed from her/his program. A student may be placed on probation no more than one time.

PROGRAM WITHDRAWAL

A student who wishes to withdraw from the Graduate Program at College Misericordia must inform the Office of Graduate Studies of the withdrawal in writing. The date the office receives the notification determines final grades for any courses in which the student may be enrolled at the time of withdrawal as well as any tuition refund which may be warranted.

READMISSION

A student who has withdrawn from a program and wishes to be readmitted to that or any other graduate program is required to submit a request for readmission in writing to the Office of Graduate Studies. Upon receipt of the letter, the Admissions Committee will review the student's credentials and determine whether to readmit the student.

TRANSCRIPTS

Official transcripts may be obtained from the Registrar's Office. There is a four dollar (\$4) fee for each transcript requested.

TRANSFER OF CREDIT

Applicants may transfer up to six (6) graduate credits earned previously at other accredited graduate program. Transfer credits may be used to satisfy program requirements. Requests to transfer credits are evaluated by the Registrar in consultation with the appropriate Program Director.

GRADUATE PROGRAM POLICIES AND PROCEDURES

Matriculating students may apply to take up to six graduate credits off campus from an accredited graduate program. These credits may also be transferred to College Misericordia to meet program requirements. However, in no case may the number of credits transferred into a graduate program at College Misericordia either before or after matriculation exceed six (6).

TUITION AND FEES

Tuition (per semester hours of credit)	1990-91
Education and Organizational Management	\$196.00
Nursing and Occupational Therapy Leadership	234 00
Application fee (to accompany all applications)	20.00
Change of incomplete grade	25.00
Late registration fee	25.00
Matriculation fee for master's candidates for each semester during which the student is not registered for course work	35.00
Parking permit	15.00
Parking fines	15.00
Student I.D.	1.25
Transcript fee per copy	4.00

GRADUATE PROGRAM DESCRIPTIONS

GRADUATE PROGRAM IN EDUCATION

Philosophy

National reports indicate that our society wants classroom teachers to become more involved in the leadership and management of their schools and of their profession. Increasingly, teachers are enthusiastically willing to accept that responsibility, to take the lead in planning and implementing the quality educational programs which are needed in our nation's schools. College Misericordia's Graduate Education Program is designed to help these teachers prepare to accept new responsibilities and become the educational leaders of tomorrow.

Even though it is expected that the leaders developed by College Misericordia's Graduate Education Program will be valued highly by their school districts and communities, the program is not directly designed to help classroom teachers become school administrators or to prepare teachers for roles outside their classrooms. Although the program will have an overall positive effect on participants' classroom attitudes and behaviors, the program is not designed to increase classroom teachers' already advanced teaching skills. Instead, College Misericordia's Graduate Program in Education is designed to prepare already excellent teachers, those on the verge of becoming educational leaders, to assume responsibility for planning and implementing curriculum, a task which is becoming increasingly important and which should be the responsibility of the professionals most directly involved with our schools, namely, teachers.

Educational leaders of the future need to be prepared through graduate education programs to accept responsibilities not now delegated to teachers. In addition to curriculum development and implementation, these include orientation and development of new teachers, and the development and implementation of educational programs. College Misericordia's Graduate Education Program prepares teachers to accept these new responsibilities.

Program

Cited by the Pennsylvania Department of Education for its "innovative programmatic and curricular design", the Graduate Education Program breaks away from traditional programs commonly found on campuses throughout the country. It reflects the learning styles and schedules of adult learners. The thirty-six credit program offers participants a common body of necessary skills and understanding through a fifteen credit core requirement. It allows students to pursue an area of interest through elective credit. Participants are given the opportunity during the program to independently apply what they have learned, first by completing two supervised, semester-long, curriculum projects, and then by planning and implementing a major six credit school-based curriculum project.

Curriculum

The curriculum requires the completion of five core courses, nine credits of electives, six credits of curriculum specialization, and a six-credit professional contribution.

GRADUATE PROGRAM DESCRIPTIONS

A. Core courses:

EDU 500 Issues in Education - an exploration of contemporary issues which affect educational decision making.

EDU 504 Curriculum Design - an examination of the foundations, models, and procedures needed to plan and implement curriculum.

EDU 505 Teaching/Learning - a study of the major theories and models of learning and effective teaching.

EDU 509 Curriculum Assessment - an examination of curriculum evaluation strategies, techniques, and models.

EDU 515 Research Methods - an examination of the principles and procedures of educational research.

B. Elective areas:

The Graduate Education Program offers electives in six areas. Students may complete all of their nine electives in one of the areas or choose among the areas. Those areas include:

1. Curriculum for Special Populations;
2. Classroom and Instructional Management;
3. Curriculum Content Issues;
4. Supervision of Curriculum;
5. Law and Policy Issues;
6. Technology and Teaching.

In addition, students may complete their elective requirements by completing related courses offered in other College Misericordia graduate programs or in carefully selected upper level courses in the undergraduate Teacher Education Program curriculum at College Misericordia. The elective requirement may also be completed using program sponsored mini-courses, workshops, and seminars some of which may be offered off-campus or through contract learning.

Workshops and seminar series include:

Curriculum for Special Populations - a series of seminars which introduce participants to curriculum needs of special populations such as the severely, moderately, and mildly mentally and physically handicapped children and adolescents, gifted, and culturally different students.

Classroom and Instructional Management - a series of workshops which explore techniques and model programs which can be used to manage instruction and control students' behavior.

Curriculum Content Issues - seminars led by professionals expert in areas of elementary and secondary curriculum content.

Supervision of Curriculum - seminars which explore techniques and models of curriculum supervision.

GRADUATE PROGRAM DESCRIPTIONS

Law and Policy Issues - seminars led by professionals expert in specific school law issues.

Technology and Teaching - workshops designed to help participants plan and implement curriculum using state of the art technology.

In every case, choice of electives must be approved by the Program Director.

C. Specializations:

The two required Curriculum Specializations of three credits each allow participants to relate their interest areas to what they have learned in the graduate program by completing supervised, independent, school-based curriculum projects. Students work with a seminar leader from the college and school district officials.

D. Culminating Activity:

The culminating activity is the Professional Contribution. Students participate in a three credit planning seminar and a three-credit Professional Contribution. In completing these last two requirements, participants are given the opportunity to demonstrate their ability to plan and implement a major school-based curriculum project independently.

Course Scheduling and Sequence

The College Misericordia Graduate Education Program utilizes an evening and weekend format throughout the school year and conveniently scheduled workshops and seminars offered during the school year and during the summer months. Students who enroll on a part-time basis can complete the program in three years. Full-time students can complete the program in two years.

A typical student's schedule is depicted below.

Year One	Semester One	EDU 500 EDU 515	Issues in Education Research Methods
	Semester Two	EDU 505 EDU 509	Teaching/Learning Curriculum Assessment
	Summer		Electives
Year Two	Semester One	EDU 504	Curriculum Design
	Semester Two	EDU 591	Specialization I Electives
	Summer	EDU 592	Specialization II Electives
Year Three	Semester One	EDU 594	Professional Contribution Seminar
	Semester Two	EDU 595	Professional Contribution

GRADUATE PROGRAM DESCRIPTIONS

GRADUATE PROGRAM IN NURSING

Philosophy

The Division of Nursing supports the Mission Statement and Philosophy of the College. The undergraduate nursing program is based on a complementary relationship between liberal arts and professional studies. The approach to education focuses on critical thinking, as well as the values and attitudes of justice, mercy, and service.

Each human being is viewed as intellectual, spiritual, and creative, and constantly interacting within the environment. The holistic view of humans takes into account the physical structure, mind and spirit of individual, as well as the physical and social environment in which each functions. Humans interact on the bases of respect for each others worth and dignity. Individuals have the potential for self direction based on their developmental level. The capacity for emotion, reasoning, and perceiving is characteristic of human beings.

The social environment is composed of individuals, families, groups and communities which can be described in terms of micro-systems and macro-systems. Biological, social, and psychological forces within the environment, impact on a complex and dynamic health care system. Cultural patterns influence the human-environment interaction.

A particular state of wellness is perceived by individuals and is influenced by their self esteem, inner sense of meaning, and desire to achieve their highest potential. Health care involves the promotion, maintenance and restoration of wellness. Individuals who are goal oriented, motivated, and have a high sense of energy, tend to achieve a higher level of wellness.

Nursing is an art, involved in caring, and a science based on its own theory and research. The nursing process involves critical thinking as related to the cognitive, affective and psychomotor domains. The profession of nursing is a vital, effective and efficient health service to the community. Ethical and legal issues have a strong impact on the practice of professional nursing. Leadership involves directing client care, collaboration with other health care professionals and management. The profession of nursing is committed to making quality health care available and accessible to all, which reflects our commitment of mercy and justice. Health teaching, through effective communication, is viewed as an effective method of wellness promotion. Nursing exerts an influence on, and is influenced by, the newly developing patterns of providing services, the roles of other members of the health team, scientific and technological advances, nursing research, and the social and economic pressures which contribute to the complexity of health care services. Undergraduate education in nursing is built on a strong core of general education requirements and is generic in nature. Included within the program, are liberal arts and the sciences, such as nutrition, pathophysiology and developmental psychology, as well as other pure and behavioral sciences. The use of the nursing process and nursing theories are basic to generalized clinical practice.

Graduate education enables professional nurses to realize their creative leadership potential and provides opportunities for collaborative functioning with health professionals and others in effecting changes in nursing practice and health care. Specialization on the graduate level, offers indepth knowledge of a specific clinical and functional area. Advanced knowledge provides for a high degree of effectiveness in leadership capacities. Scientific inquiry is an integral part of the program. Such inquiry provides the basis for acquisition of increased competencies, in utilization of the research method, and in the analysis and synthesis of theories related to the practice of nursing.

GRADUATE PROGRAM DESCRIPTIONS

Learning involves critical thinking, which encompasses the analysis and synthesis of knowledge. It is life long and involves developmental changes. The individual has the responsibility to achieve their highest potential with the assistance of the faculty who are facilitators. The faculty believe that learning occurs when the student actively participates in the learning process. Teaching, therefore, is a collaborative process in which a student assumes progressive responsibility for personal learning. Learning is directed toward the development of values and professional role identification that are compatible with this philosophy.

Program

The program is designed to develop a core of skills and competencies in the Master's candidate. In addition it provides a flexibility which permits students to pursue their areas of interest. Students meet their individual learning needs through selection and development of concepts and in-depth analysis of populations and communities.

The graduate nursing program at College Misericordia is designed to:

1. provide clinically prepared nurse educators and administrators for leadership positions in nursing education and the health care delivery system;
2. prepare graduates to use the research process to improve nursing practice, nursing education, and contribute to nursing's body of knowledge;
3. prepare graduates to initiate innovative, creative approaches to the emerging needs and demands of society related to the health care delivery system.
4. provide an educational base for graduates to pursue further education and professional development.

Curriculum

The curriculum is designed to prepare nurses in areas of administration or education based on clinical knowledge at the advanced level. Students major in Adult Health/Micro Systems Nsg or Community Health/Macro Systems Nsg and select a functional role of either Nurse Administrator or Nurse Educator.

The Clinical Core Courses in Adult Health/Micro Systems Nsg are designed to facilitate the student's process integration and clinical application of advanced theories and concepts as they relate to the health and nursing care needs of the adult and family. Concepts will be developed along the wellness-illness spectrum emphasizing care as multidimensional in nature. Based on a selected nursing theory, selected change theory, and current nursing modalities, interventions will be planned, implemented, and evaluated.

The Clinical Core Courses in Community Health/Macro Systems Nursing are designed to acquaint the student with advanced concepts in community assessment and intervention essential to practice and leadership in community settings. The primary focus on groups and the community as client provides the student with opportunities to assess, plan, diagnose, implement, and evaluate care at the aggregate level. Students will investigate the multidimensional role of change agent with the complex structure of the community.

The Nursing Administration Sequence is designed to develop management skills. Courses in organizational behavior, financial management, and nursing administration provide the graduate student with the basis for the role of nurse administrator.

GRADUATE PROGRAM DESCRIPTIONS

The **Nursing Education Sequence** is designed to develop advanced knowledge and skills for the graduate student planning a teaching career. Courses in curriculum development, teaching/learning strategies, and an introduction to higher education provide the student with a basis for the roles and functions of the nurse educator.

The program consists of 40 credits including a thesis. Basically a program for part-time study, students must complete the program within five (5) years of matriculation.

Program Objectives

GRADUATES OF THE MASTER'S PROGRAM IN NURSING WILL BE ABLE TO:

1. promote, maintain, and restore wellness through the use of indepth knowledge, skills and attitudes related to the selected nursing specialization;
2. articulate a philosophy of nursing and a personal belief system that reflects a commitment to holistic nursing care;
3. utilize the nursing process in the practice of professional nursing with a micro/macro systems framework based on research and knowledge from nursing and other disciplines;
4. demonstrate leadership in working with other professionals and consumers to effect positive changes in nursing practice, nursing education, and the health care system;
5. function independently or in collaboration with other health professionals and consumers to promote high level wellness for the client;
6. continue the process of learning for personal and professional growth by contributing to the scholarly literature, conducting needed research related to the nursing specialization or role function and participation in community and/or professional activities which enhance nursing;
7. demonstrate leadership in participating in assuring quality of programs related to the nursing major and functional role;
8. develop testable propositions from nursing and other theories, and critically analyze findings with applicability to practice;
9. incorporate social, political, and ethical responsibility and accountability as an essential part of the professional role.

GRADUATES IN THE EDUCATIONAL SEQUENCE WILL BE ABLE TO:

1. demonstrate a personal philosophy and belief system in the role of nurse educator;
2. develop skill in responding to the educational needs of students, colleagues, and society;
3. develop skill in responding to the standards, regulations, and credentialing criteria which impact upon nursing education;

GRADUATE PROGRAM DESCRIPTIONS

4. base the practice of nursing education on theory, research, and clinical expertise;
5. participate with professional colleagues and consumers to achieve academic standards and goals;
6. develop the leadership role of nurse educator within academia, the health care system, and the community;
7. participate in lifelong learning.

GRADUATES OF THE ADMINISTRATION SEQUENCE WILL BE ABLE TO:

1. demonstrate a personal philosophy and belief system in the role of nurse administrator;
2. demonstrate skill in responding to the dynamic changes in organizational structures and functions within the health care delivery system;
3. demonstrate skill in responding to the standards, regulations, and credentialing criteria which impact upon nursing administration and the health care system;
4. base the practice of nursing administration on theory, research, and administration expertise;
5. participate with professional colleagues and consumers to achieve improvement in the delivery of health care;
6. demonstrate the leadership role of nurse administrator within the health care system and community;
7. participate in lifelong learning.

Components (40 credits)

<u>Research and Theory - 12 credits</u>	
NSG 512	Concepts and Theories in Nursing
NSG 515	Research: Concepts, Methods and Principles
NSG 575	Thesis Seminar
NSG 585	Thesis
<u>Clinical Focus - 15 credits</u>	
NSG 503-504	Adult Health/Micro Systems Nsg I & II
	or
NSG 571-572	Community Health/Macro Systems Nsg I & II
NSG 500	Analysis of Macro/Micro Systems
NSG 573	Clinical Practicum
NSG 550	Issues & Trends in Nursing and Health
<u>Functional Area - 13 credits</u>	
<u>Nursing Administration</u>	
OM 500	Organizational Behavior
OM 510	Financial Management I
NSG 525	Introduction to Nursing Administration
NSG 545	Nursing Administration Seminar/Practicum
	or

GRADUATE PROGRAM DESCRIPTIONS

			<u>Education</u>
	EDU 504		Curriculum Design
	NSG 505		Teaching/Learning Strategies
	NSG 510		Introduction to Higher Education
	NSG 535		Nursing Education Practicum/Seminar
Suggested Sequence			
Evening Program	<u>Year One</u>	Fall	NSG 500 NSG 512
		Spring	ED 504 or OM 500 NSG 503 or NSG 571
	<u>Year Two</u>	Fall	NSG 505 or OM 505 NSG 504 or NSG 572
		Spring	NSG 515 NSG 525 or NSG 510
	<u>Year Three</u>	Fall	NSG 575 NSG 535 or NSG 545
		Spring	NSG 550 NSG 573
	<u>Year Four</u>		NSG 585
Friday Program	<u>Year One</u>	Fall	NSG 500 NSG 512 ED 504 or OM 500
		Spring	NSG 503 or NSG 571 NSG 515 NSG 505 or OM 510
	<u>Year Two</u>	Fall	NSG 504 or NSG 572 NSG 575 NSG 510 or NSG 525
		Spring	NSG 550 NSG 585 NSG 535 or NSG 545
	<u>Year Three</u>		NSG 573

GRADUATE PROGRAM DESCRIPTIONS

GRADUATE PROGRAM IN OCCUPATIONAL THERAPY LEADERSHIP

Philosophy	<p>The mission of the Master of Science Degree in Occupational Therapy Leadership is the education of a well-rounded individual who is committed to service.</p> <p>Philosophically the program subscribes to the belief that graduate study is essential to the advancement of the occupational therapy profession and the dissemination of its services. It believes that students entering graduate study will possess basic entry-level skills as therapists and, will need, therefore, to develop advanced analytical and problem-solving abilities in order to become effective leaders. The program presumes that leaders are needed in the field of occupational therapy if it is to develop, grow and remain viable in a competitive health care environment.</p>												
Program	<p>Graduates of this program will be educated to:</p> <ol style="list-style-type: none">1. Understand the complex socio-economic circumstances which affect the human condition and the health care delivery system.2. Assume leadership roles in occupational therapy service delivery management and education.3. Make a significant contribution to the development of occupational therapy services and research which expands the profession’s body of knowledge.												
Curriculum	<p>The Master of Science degree program in Occupational Therapy Leadership is designed around the principles of adult development and learning.</p> <p>The program is highly organized and sequentially designed to meet the needs of a select group of motivated, goal-oriented adults. The program builds upon the experiences of the learners and is oriented to their present life situations and future aspirations. The program will demonstrate that effective learning results in productive and measurable responses to real problems and concerns encountered in one’s day-to-day professional life.</p> <p>The Occupational Therapy Leadership program is an intense two-year course of study which follows a weekend college format. Fourteen (14) courses, totaling thirty-six (36) credits are prescribed. Two (2) courses are identified as Professional Contribution Units which are designed to culminate in a measurable field-based project of major significance to the occupational therapy profession.</p>												
Course Scheduling and Sequence	<p>A typical student schedule is depicted below.</p> <table><tr><td>Year One</td><td>Semester One</td><td>OM 500 OTL 501 OTL 515</td><td>Organizational Behavior Professional Seminar Research Methods</td></tr><tr><td></td><td>Semester Two</td><td>OTL 502 OIL 560 OM 505</td><td>Professional Seminar II Leadership Decision Making</td></tr><tr><td></td><td>Summer</td><td>OTL 503</td><td>Theory & Trends in Occupational Therapy Elective</td></tr></table>	Year One	Semester One	OM 500 OTL 501 OTL 515	Organizational Behavior Professional Seminar Research Methods		Semester Two	OTL 502 OIL 560 OM 505	Professional Seminar II Leadership Decision Making		Summer	OTL 503	Theory & Trends in Occupational Therapy Elective
Year One	Semester One	OM 500 OTL 501 OTL 515	Organizational Behavior Professional Seminar Research Methods										
	Semester Two	OTL 502 OIL 560 OM 505	Professional Seminar II Leadership Decision Making										
	Summer	OTL 503	Theory & Trends in Occupational Therapy Elective										

GRADUATE PROGRAM DESCRIPTIONS

Year Two	Semester One	OTL 511 EDU 504 OM 551	Professional Seminar III Curriculum Design Organizational Communication
	Semester Two	OTL 512 NSG 505	Professional Contribution I: Problem Sensing Teaching/Learning Strategies
	Summer	OTL 513	Professional Contribution II: Solution Generation

GRADUATE PROGRAM DESCRIPTIONS

GRADUATE PROGRAM IN ORGANIZATIONAL MANAGEMENT

Philosophy	College Misericordia's Master of Science degree in Organizational Management is designed to educate individuals for successful careers as managers in both public and private organizations and in industry. The program reflects a management perspective which assumes that the professional manager is able to analyze problems, communicate solutions and understand the impact of management decisions.
Program	The program prepares students for responsible organizational leadership. Students are encouraged to think broadly about the tasks and functions of the manager and to develop and use a variety of management skills in organizational environments.
Curriculum	The program consists of thirty-six (36) credit hours which can be completed on a part-time basis. A core curriculum of twenty-one (21) credits is required. Students then have the opportunity to specialize in one of three areas, Human Resource Management, Human Services Management, and General Management. The specialization areas require a total of twelve (12) credits for completion. The program culminates in a required Three (3) credit practicum or professional contribution which synthesizes the skills and content presented through academic course work.
Specializations	The program offers an opportunity for students to concentrate their elective courses in one of three areas of special interest.
Human Resource Management Specialization	One of the interest areas to which the program responds is the field of Human Resource Management which deals with issues related to personnel management and development. Clearly, there is a growing need for the development of professional competencies and skills in this area. The program is designed to develop the technical and knowledge base needed to exert leadership in the management of human resources in a variety of organizations including corporations, health and health related facilities, local state and regional government, and other complex organizations.
Human Services Management Specialization	The second area of specialization available is designed for managers in human service and other not-for-profit agencies. The program is designed to offer practitioners the opportunity to develop those skills required for successful management specifically in the not-for-profit and voluntary sector.
General Management Specialization	Students, with the cooperation of their program advisor, may choose to specialize in one of the above tracks or they may plan, with their advisor, an individualized program of study by choosing electives from both tracks. In exceptional circumstances students may take up to five years to complete the program.

GRADUATE PROGRAM DESCRIPTIONS

A. Core curriculum:

OM 500	Organizational Behavior
OM 510	Financial Management I
OM 511	Financial Management II
OM 515	Research Methods
	or
OM 516	Qualitative Research
OM 530	Legal Aspects of Administration
OM 550	Personnel and Labor Relations
OM 586	Strategic Planning and Management of Change
OM 595	Professional Contribution
	or
OM 596	Administrative Practicum

B. Track I Human Resources Management:

Choose twelve (12) credits from the following:

OM 551	Organizational Communication
OM 552	Regulation of Human Resources Management
OM 553	Fundamentals of Employment Benefit Planning
OM 554	Current Issues
OM 555	Administration of Human Resources
OM 556	Policies and Procedure Development
OM 590	Seminar

C. Track II Human Services Management:

Choose twelve (12) credits from the following:

OM 525	Human Service Systems
OM 536	Marketing Management
OM 540	Grant/Contract Development and Management
OM 542	Fund Raising: Theory and Application
OM 551	Organizational Communication
OM 553	Fundamentals of Employment Benefit Planning
OM 590	Seminar

D. Track III General Management:

Complete the core curriculum and 12 additional credits selected, with consent of the student's advisor, from either of the two tracks listed above.

Certificate

A 15 credit Certificate in Human Resource Management is offered to those individuals who are interested in the field of Human Resources but do not wish to pursue the degree. Course requirements for entering and completing the Certificate program include:

1. possession of a baccalaureate degree from an Accredited college or university in a field compatible with the area of advanced study;
2. completion of the following designated courses: OM 500, OM 550, OM 552;
3. Completion of 6 additional credits from the Human Resource Management track.

GRADUATE PROGRAM DESCRIPTIONS

Course Scheduling and Sequence **Option I:** Three Year Sequence (6 credits for 6 semesters)

Year One	Semester One	OM 500	Organizational Behavior
		OM 510	Financial Management I
	Semester Two	OM 586	Strategic Planning and Management of Change
		OM 511	Financial Management II
Year Two	Semester One	OM 515	Research Methods
		OM 530	Legal Aspects of Administration
	Semester Two	OM 550	Personnel/Labor Relations Elective
Year Three	Semester One		Electives
	Semester Two	OM 595	Professional Contribution
		OM 596	or Administrative Practicum

Option II: Two Year Sequence (9 credits for 4 semesters)

Year One	Semester One	OM 500	Organizational Behavior
		OM 510	Financial Management I
		OM 530	Legal Aspects of Administration
	Semester Two	OM 586	Strategic Planning and Management of Change
		OM 511	Financial Management II
		OM 550	Personnel/Labor Relations
Year Two	Semester One	OM 515	Research Methods
			Electives
	Semester Two	OM 595	Professional Contribution
		OM 596	or Administrative Practicum
			Electives

COURSE DESCRIPTIONS

EDUCATION (EDU)	500	Issues and Trends in Education Curriculum decision making is examined in light of federal and state legislation, court decisions, public policy, recent research and outstanding educational programs.	3 credits
	504	Curriculum Design An examination of the foundations models, and procedures of curriculum design. Curriculum theories and practices are explored.	3 credits
	505	Teaching/Learning An in-depth study of how major contemporary theories of education and current methods of teaching affect decisions related to curriculum design and development.	3 credits
	509	Curriculum Assessment Advanced study of the issues, techniques, and models of curriculum evaluation.	3 credits
	515	Educational Research An examination of the principles and procedures of educational research. Techniques of gathering and analyzing data, the design of studies in education, and application to curriculum evaluation are highlighted.	3 credits
	520	Curriculum for Preschool Programs A review of developments in preschool education with a special emphasis on curriculum.	1 credit
	521	Curriculum for Preschool Programs for the Handicapped A review of developments in early education of handicapped children. Legal and fiscal issues as well as prevention issues are discussed.	1 credit
	522	Curriculum Adaptations for Mainstreamed Students A course to prepare elementary educators to accept and teach handicapped students. Characteristics of the major populations are discussed and curriculum adaptations are identified.	1 credit
	523	Curriculum Adaptations for Mainstreamed Adolescents A course to prepare secondary educators to accept and teach handicapped students. Characteristics of the major populations are discussed and curriculum adaptations are identified.	1 credit
	524	Curriculum Adaptations for Culturally Different Students A course to prepare educators to understand and teach students who are culturally different. Characteristics of the major populations are discussed and curriculum adaptations are identified.	1 credit

COURSE DESCRIPTIONS

EDUCATION (EDU)	530	Teaching Strategies Basic methods of teaching are discussed. The process of planning and implementing lesson plans is highlighted.	3 credits
	531	College Teaching Issues related to teaching college students are discussed. Various techniques of teaching are identified and practiced.	3 credits
	532	Classroom Management General techniques of classroom management are discussed, demonstrated, and practiced. Students are required to develop management programs for specific settings.	3 credits
	533	Implementing Curriculum The change process and variables which inhibit or enhance change are discussed. The process of action planning is demonstrated and practiced.	3 credits
	540	Science Update: Plants The course includes a thorough review of the topic and a review of recent developments. Field Trips are planned.	Variable Credit
	541	Science Update: Animals The course includes a thorough review of the topic and a review of recent developments. Field trips are planned.	Variable Credit
	542	Science Update: Ecology The course includes a thorough review of the topic and a review of recent developments. Field trips are planned.	Variable Credit
	543	Social Studies Update: Local History The course includes a thorough review of the history of Northeastern Pennsylvania. Sources of information are identified. Special readings are required.	3 credits
	544	Social Studies Update: Pennsylvania History The course includes a thorough review of the topic and a review of recent developments.	3 credits
	545	Social Studies Update: United States History The course includes a thorough review of the topic and a review of recent developments.	3 credits
	546	Language Update: Developments in Reading Instruction The course includes a review of basic reading instruction procedures and a review of recent research.	3 credits
	547	Language Update: The Structure of Language The course includes a thorough review the foundations and structures of the English language.	3 credits

COURSE DESCRIPTIONS

EDUCATION (EDU)	548	Language Update: Writing The course includes a thorough review recent developments in elementary and secondary writing curriculum.	3 credits
	549	Mathematics Update: New Developments in Curriculum The course includes a thorough review of the basic instructional techniques used to teach mathematics and recent developments in curriculum are identified and discussed.	3 credits
	550	Supervision of Teachers Models and practices of supervision are discussed. The clinical supervision model is highlighted and practiced.	3 credits
	551	Supervision of Curriculum Curriculum management strategies are identified and practiced.	3 credits
	552	School Finance Issues related to how schools are funded are discussed. The procedure of developing cost estimates for curriculum adjustments is highlighted and practiced.	1 credit
	559	Supervision Internship Selected students complete curriculum supervision internships in local schools under the mentorship of a curriculum professional and a college supervisor.	Variable Credit
	560	Curriculum Regulations Federal, state, and local curriculum regulations and accrediting agency policies which govern curriculum are identified.	1 credit
	561	Writing Planned Courses of Study The procedure of writing a planned course of study is identified and practiced.	1 credit
	562	Writing Course Outlines Policies and procedures related to creating course outlines are identified and practiced.	1 credit
	570	Software Applications Procedures for the efficient selection of effective computer software are identified. Available software for areas of curriculum are identified.	3 credits
	571	Using Computers to Write Curricula Participants learn to use the word processing and data management capabilities of personal computers to write curriculum.	1 credit
	585	Special Topics Special mini-courses on topics of interest.	Variable Credit
	591/ 592	Curriculum Specialization I/II Students design curriculum and identify how it can be implemented.	3/3 credits

COURSE DESCRIPTIONS

EDUCATION (EDU)	594	Professional Contribution Seminar Seminar course gives students the opportunity to plan major curriculum projects.	3 credits
	595	Professional Contribution Practicum allows students the opportunity to implement major curriculum projects.	3 credits
	599	Independent Study Allows students to investigate a topic of interest or to complete a special school-based project with the guidance of a mentor appointed by College Misericordia. Topics and projects must be approved in advance.	Variable credit

COURSE DESCRIPTIONS

NURSING (NSG)	500	Analysis of Micro/Macro Systems This first clinical Graduate Nursing course is considered a core requirement for all majors. Emphasis is placed upon the role of the professional nurse as leader, consumer and advocate. Wellness is analyzed as related to Micro/Macro systems within the health care system. Micro systems relate to the individual and family, while Macro systems focus on group and community. Prerequisite or corequisite: NSG 512	3 credits
	503	Adult Health Nursing I: Micro Systems This course investigates significant concepts related to wellness within a micro systems framework. Based on research and nursing theory, the nursing process is incorporated and strengthens the implementation of the conceptual framework related to wellness. The change process is utilized as it impacts upon the micro system. Clinical work is expected as part of the course requirement. Prerequisite: NSG 500	3 credits
	504	Adult Health Nursing II: Micro Systems The focus of this course will be the development of intervention strategies using concepts and models developed for the maintenance and restorative aspects of wellness within a micro system. This course builds upon significant concepts and theoretical models developed in NSG 501. Clinical work is included. Prerequisite: NSG 503	3 credits
	505	Teaching-Learning Strategies This course places emphasis on teaching and learning theories. Students are exposed to a variety of modalities utilized in teaching both theory and clinical courses. Test construction and clinical evaluation methods are included.	3 credit
	510	Introduction to Higher Education This course introduces the student to some of the concepts of higher education, the roles and functions of educators, demands of academia, external constraints on nursing in higher education, funding sources, and the roles and functions of educational administrators and support staff.	3 credits
	512	Concepts and Theories in Nursing Emphasis is placed on concept analysis, components of theories, construction of the theoretical relationships between theory, research and practice, and critique of existing theoretical frameworks in the discipline. Social, ethical and value problems related to the development of knowledge are examined.	3 credits
	515	Research Methods This course will present the principles and processes involved in research. Qualitative and quantitative approaches will be reviewed and analyzed relative to their strengths, limitations and practical uses. The application of appropriate research methods to problems worthy of study will be stressed. Prerequisites: NSG 512 or equivalent; Basic Statistics	3 credits

COURSE DESCRIPTIONS

NURSING (NSG)	525	Introduction to Nursing Administration	3 credits
		<p>This course explores the nature of administration as a concept and a variety of theoretical approaches to the process of administration. Common elements of administration are considered and analyzed within the organizational framework of nursing services as a subsystem of an overall health care delivery system.</p> <p>Prerequisites: OM 500, OM 510</p>	
	535	Nursing Education Practicum/Seminar	4 credits
		<p>This course provides opportunities for students to develop the skills of classroom and clinical teaching and evaluation using various modalities. Students will explore the need to interface with faculty from nursing and other departments of the institution, administration, support service personnel, and clinical site agency personnel. The logistics of student placement, contractual agreements, state approval, and accreditation are additional areas which are explored. Weekly seminars provide opportunities for exchange of ideas, clarification of concerns, and analysis of educational development and evaluative strategies.</p> <p>Prerequisites: EDU 504, NSG 505, NSG 510 & NSG 504 or NSG 572</p>	
	545	Nursing Administration Practicum/Seminar	3 credits
		<p>This course is designed to expand on the content of NSG 525 Introduction to Nursing Administration. Students will have selected experiences in a Nursing Service Department with a Nursing Administration and/or designee and explore issues that affect the delivery of nursing care in that situation. Concurrent classes will focus on an analysis of the scope of nursing services in the total health care system and particularly on the role of the Nursing Administrator.</p> <p>Prerequisite: NSG 525 & NSG 504 or NSG 572</p>	
	550	Issues and Trends in Nursing and Health Care	3 credits
		<p>This course focuses on the analysis of trends and issues that impact on nursing and health care. Historical, political, socio-economic, legal and ethical aspects are synthesized to provide background for selected topics. Activities to promote nursing and to improve the quality of health care are required. Argumentation and debate are essential methods used in the course.</p> <p>Prerequisite: Graduate standing or permission of the Director of the MSN program</p>	
	571	Community Health Nsg./Macro Systems I	3 credits
		<p>This course views the community as client using a macro systems framework. The nursing process with a nursing theory foundation is used to focus on wellness and health promotion and protection. Aggregate data is analyzed using the epidemiologic method. Clinical work involves working with groups and community assessment and diagnoses.</p> <p>Prerequisite: NSG 500</p>	

COURSE DESCRIPTIONS

NURSING (NSG)	572	Community Health Nsg./ Macro Systems II	3 credits
		This course emphasizes community planning, interventions and evaluation. The nursing process with a nursing theory foundation is used within a macro systems framework. Focus is on the community as client and maintenance and/or restoration of wellness. The course builds upon concepts and models developed in NSG 571. Clinical work is a requirement of the course. Prerequisite: NSG 571	
	573	Clinical Practicum	3 credits
		A comprehensive, advanced clinical experience providing opportunity for synthesis and application of previously learned knowledge and skills with emphasis on leadership, decision-making, clinical judgment, and change theory. Focus is on promotion, maintenance, and restoration of wellness. The nursing process is used with a nursing theory foundation within a micro/macro systems framework. Prerequisite: Nsg 504 or Nsg 572	
	575	Nursing Thesis Seminar	3 credits
		This course focuses on the development of a nursing research proposal. An important aspect of the Seminar is the critique of one's own work and that of colleagues. Prerequisite: NSG 515	
	585	Thesis	3 credits
		Investigation of a research question related to a student's clinical or functional area based on a theoretical framework. Literature review, data collection, analysis of data, summary and conclusions are included. Prerequisite: All course work except practica or permission of instructor	

COURSE DESCRIPTIONS

OCCUPATIONAL THERAPY LEADERSHIP (OTL)

501	Professional Seminar I Designed to help students integrate and apply course content to their unique professional settings. Early identification of potential professional contributions will be encouraged.	1 credit
502	Professional Seminar II Continued emphasis on the integration and application of course content to the practice setting. Refinement of concepts and ideas related to potential professional contributions.	1 credit
503	Theory and Trends in Occupational Therapy An examination of occupational therapy theory development and its relevance to contemporary practice. The course will analyze the relationship of education to clinical service delivery.	3 credits
511	Professional Seminar III Advanced integration and application of course material to the practical setting. Continued identification of issues worthy of professional study.	1 credit
512	Professional Contribution I: Problem Sensing The advanced analysis of organizational and professional needs to include the development of a problem statement.	3 credits
513	Professional Contribution II: Solution Generation The systematic process of developing solutions to identified professional/organizational problems. A major contribution to the field is required to possibly include: - the development/implementation of a clinical research project. - the development/implementation of a professional workshop or seminar. - the development/implementation of a student clinical education program. - the development/implementation of a unique clinical service program.	3 credits
	N. B. Continuous enrollment is required until contribution is completed to the satisfaction of program faculty.	
515	Research Methods A review of research methods with an emphasis on the design of clinically-based studies. Prerequisite: College Level Statistics I.	3 credits

COURSE DESCRIPTIONS

**OCCUPATIONAL
THERAPY
LEADERSHIP (OTL)**

- | | | |
|-----|--|-----------|
| 516 | Introduction to Qualitative Research
This course introduces the student to the nature and importance of qualitative research. Case study, grounded theory, historical and ethnographic methods are explored. Examples of qualitative research are analyzed, especially program evaluation. | 3 credits |
| 560 | Leadership
Exploration of the characteristics of a leader, the leadership role, the dynamics of change, leadership as a process, and decision making. Conflict resolution, leadership styles, group dynamics and risk-taking are discussed. | 3 credits |

COURSE DESCRIPTIONS

ORGANIZATIONAL MANAGEMENT (OM)	500	Organizational Behavior Social and behavioral science approaches to the study of human activity in organizations. The course is designed to equip administrators with skills for managing interactions, differences and relationships in organizational settings.	3 credits
	505	Decision Making A study of decision making in complex human service organization. Examination of a variety of conceptual frameworks to enable administrators to develop an evaluative design for ethical, effective and efficient decision making.	3 credits
	510	Financial Management I Introduction to basic economic theory, accounting principles, budget theory and practice and financial control procedures necessary to the successful management of nonprofit human services organizations. Designed for the non-financial manager and presupposes little or no previous education or experience in finance.	3 credits
	511	Financial Management II Applies the basic skills mastered in Financial Management through case studies of non-profit organizations. Emphasis on integrating financial considerations with other management considerations when analyzing and solving problems, and in planning. Investments, borrowing, information systems and financial analysis are covered. Prerequisite: OM 510	3 credits
	515	Research Methods Provides student with an understanding of the concepts, principles and techniques associated with the investigation of specific research problems in the human services system.	3 credits
	516	Introduction to Qualitative Research This course introduces the student to the nature and importance of qualitative research. Case study, grounded theory, historical and ethnographic methods are explored. Examples of qualitative research are analyzed, especially program evaluation.	3 credits
	525	Human Services Systems An integrated seminar which examines the programs and policies of the major human service areas, with emphasis on the dynamics of the system as it evolves. Topics for discussion include aging, adult services, children and youth, drugs and alcohol, health, mental health/mental retardation.	3 credits
	530	Legal Aspects of Administration Provides students with an understanding of legal aspects of administrative action. Emphasis on the judiciary system and judicial review, scope and source of administrative authority, function of the administrative legal process, legal and judicial controls over the administrative process. Case method of decision analysis utilized, supplemented by lecture and discussion.	3 credits

COURSE DESCRIPTIONS

ORGANIZATIONAL MANAGEMENT (OM)	537	Marketing Management	3 credits
		An analytical approach to the study of marketing problems of non-profits. Focus on influence of the market place and the marketing environment on decision making," the determination of the organization's services, fee structures, channels and strategies of communication, and the organization's system for planning and controlling its marketing effort.	
	540	Grant/Contract Development and Management	3 credits
		Systematic approach to the mechanics, techniques and issues involved in external funding. Covers the preapplication phase, the application phase, the post-application phase and the administration phase of grant/ contract development and management.	
	542	Fund-Raising: Theory and Application	3 credits
		Designed for the current or prospective administrator of the non-profit agency. Focus is on mechanics of fund-raising, the tools of the fundraiser, and the types of fund-raising activities applicable to the non-profit sector. Consideration of the role of institutional development in the 1990's.	
	550	Personnel and Labor Relations	3 credits
		Basic concepts, issues and practices involved in personnel administration and labor relations. Emphasis on the successful management of human resources.	
	551	Organizational Communication	3 credits
		Designed to develop skills in communication to promote organizational goal setting, coherence and effective teamwork.	
	552	Regulation of Human Resources Management	3 credits
		Examination of the regulatory process, governmental restriction, and preventive techniques, to assist the human resources manager in minimizing potential adverse impact on the organization from government investigations or employee actions.	
	553	Fundamentals of Employment Benefit Planning	3 credits
		An in-depth study of the evolution and development of employee benefit programs. Current practices and their applicability to various organizations will be examined.	
	554	Current Issues in Human Resource Management	3 credits
		A seminar designed for the study of timely and significant issues in human resource management. Current trends and relevant problem-solving techniques will be used.	
	555	Administration of Human Resources	3 credits
		Theory, policy and process issues in employment relationships. Specific practices in selection, appraisal, compensation and discipline as they relate to conceptual views of management.	

COURSE DESCRIPTIONS

ORGANIZATIONAL MANAGEMENT (OM)	556	Policy/Procedure Development in Human Resource Management Development and implementation of policies relevant to personnel administration. Focus on relationship between government policy and corporate policy and influence of management philosophy for policy planning. Discussion of expected and unexpected outcomes of policy decisions.	3 credits
	559	Special Topics in Human Resource Management Examination of selected topic relevant to human resource management. Possible topics include training and staff development, employee assistance programming, governmental relations strategies, time management, effective supervision.	1-3 credits
	585	Special Topics in Administration Examination of selected topic relevant to the development of skills in administration. Possible topics include governmental relations strategies, time management, program assessment and evaluation.	1-3 credits
	586	Strategic Planning and Management of Change An introduction to the strategic planning process and its application in managing organizational change. Techniques and skills involved in designing and implementing planned change to improve organizational adaptiveness and effectiveness in the changing political, economic, social, and technological environment	3 credits
	595	Professional Contribution The design and implementation of a special project or study relevant to the expressed needs of an organization or agency.	3 credits
	596	Administrative Practicum An approved and structured administrative practice experience in human	3 credits

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ACADEMIC CALENDAR 1990-1991

Fall Semester 1990

Wednesday	August 22	Orientation for New Faculty
Thursday	August 23	Opening Faculty Meeting, 9:00 - Noon; Division Chairs Meeting, 1:30 P.M.
Friday	August 24	Division Meetings, 10:00
Sat. - Sun.	August 25 - 26	New Student Orientation
Monday	August 27	First day of Semester for All Students Opening Mass/Advising/ President's Convocation/Club Meetings No Day Classes/ Evening Classes Will Be Held
Tuesday	August 28	First Day of Classes
Monday	September 3	Labor Day; No Day or Evening Classes
Tuesday	September 4	Classes Resume 8:00 A.M.
Thursday	September 6	Add Period ends 4:00 P.M.
Thursday	September 27	Drop Period ends/ End of refunds
Thursday	October 4	Last Day to Withdraw from Courses Without Academic Penalty
Thurs. - Tues.	October 11-16	Mid Term Week
Friday	October 17	Mid-Term Grades Due in Registrar's Office, 3:30
Mon. - Tues.	October 23-24	Fall Recess; Classes Resume on Wednesday at 8:00 A.M.
Tues.	Nov. 6	Advisement Day; No day or Evening Classes
Wed. - Tues.	Nov. 7 - 13	Pre-Registration for Spring Semester
Wed. - Sun.	Nov. 21 - 25	Thanksgiving Recess
Monday	November 26	Classes Resume, 8:00 A.M.
Tuesday	December 11	Last Day of Class
Wednesday	December 12	Study Day
Thurs. - Tues.	December 13-18	Final Examinations*

*N.B. Examinations will be held on Saturday, December 15

ACADEMIC CALENDAR 1990-1991

Spring Semester 1991

Tuesday	January 15	Spring New Student Orientation
Wednesday	January 16	First Day of Classes for All Students
Monday	January 21	Add Period ends 4:00 p.m.
Friday	February 8	Last Day to Remove Incompletes
Monday	February 18	Drop Period ends 4:00 p.m./End of Refunds
Monday	February 25	Last Day to Withdraw from Courses without Academic Penalty
Tues.-Sun.	February 26 March 3	Winter Break begins upon conclusion of Tuesday afternoon schedule
Monday	March 4	Classes Resume 8:00 a.m.
Mon.-Fri.	March 11-15	Mid-Term Week
Monday	March 18	Mid-Term Grades Due in Registrar's Office by 3:30 p.m.
Thur.-Mon.	March 28 April 1	No Day or Evening Classes: Easter recess
Tuesday	April 2	Classes Resume 8:00 a.m.
Wednesday	April 10	Advisement Day; No Day or Evening Classes
Thur.-Wed.	April 11-17	Pre-Registration for Fall Semester
Friday	May 3	Last Day of Classes
Sat.-Sun.	May 4-5	Study Weekend
Mon.-Fri.	May 6-10	Final Exams
Monday	May 13	Final Grades due in Registrar's Office by 3:30 p.m.
Saturday	May 18	Baccalaureate and Commencement

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